



Michigan Supreme Court

State Court Administrative Office
Michigan Hall of Justice
P.O. Box 30052
Lansing, Michigan 48909
Phone (517) 373-0128

Carl L. Gromek, Chief of Staff
State Court Administrator

MEMORANDUM

DATE: December 6, 2006

TO: Trial Court Judges
cc: Circuit Court Administrators
District Court Administrators/Clerks
Probate Court Administrators/Registers
SCAO Regional Administrators
SCAO Trial Court Services Analysts
System Providers

FROM: Carl L. Gromek

RE: Delay in Matters Submitted Report – Electronic Reporting in 2007

Beginning with the first quarter report of 2007, judges must submit the Delay in Matters Submitted to Judge reports to SCAO through a secure web-based application instead of submitting a paper form.

In preparation for this electronic reporting, each judge must decide who will enter his or her quarterly Delay in Matters Submitted to Judge reports into the web-based application. By January 15, 2007, each judge must complete the attached authorization form. In the appropriate boxes, write the name and contact information of the person responsible for entering the reports. If the judge will enter his or her own report, write the judge's name and contact information on the form. In all situations, the judge's signature is required.

A completed authorization form for each judge must be faxed to SCAO at 517-373-0974 by January 15, 2007.

After January 15, 2007, additional instructions, including usernames and passwords, will be provided to the authorized users. If you have any questions, please contact your regional administrator.

Please note that the fourth quarter report of 2006 should be submitted as usual.

Attachment

**AUTHORIZED USER REQUEST FOR
DELAY IN MATTERS SUBMITTED TO JUDGE (DMS)
WEB-BASED REPORTING SYSTEM**

The following person is authorized to enter and certify my **Delay in Matters Submitted to Judge** report into the DMS web-based reporting system. **NOTE:** Authorized users must be either judges or court employees and must have an e-mail address.

Name		Title
Court name and address		
Telephone number (area code and extension)	FAX number (area code)	E-mail address

Judge signature (required)

Judge name (type or print)

Court

Telephone number

Please return by FAX to: **State Court Administrative Office**
 Attn: Lili Marchlewicz
 (517) 373-0974